



Online Event Registration and Membership Management

2480 North First Street
San Jose, CA 95131
Phone: 877.691.9950 Fax: 408.382.1414
sales@123signup.com

Event Management Service – Features

Event Manager Service Page 1 of 2	
Event Definition	<ul style="list-style-type: none">• Events with single or multiple activities or sessions• Simple relationships and constraints among activities *• Package multiple activities for registration purposes only *• Events may be private or public• Event questionnaire• Automatic creation of custom event registration web pages.• Automatic creation and maintenance of events calendar.• Calendar filter by categories• Custom event attributes such as credit units, accounting codes etc
Event Marketing	<ul style="list-style-type: none">• Personalized e-mail marketing using text or HTML emails• Personalized email communication to attendees• Targeted email marketing using special profile fields• Event attendee directory• Allow attendees to share links on LinkedIn, Facebook and Twitter
Event Registrant	<ul style="list-style-type: none">• Multiple registrant types such as sponsors and exhibitors• Contact information and additional custom fields• Custom fields for targeted marketing
Event Pricing	<ul style="list-style-type: none">• Pricing by membership level• Pricing by activity or session• Pricing by time-bands (early and late registration fees)• Pricing by attendee types: registrant, spouse and guest• Promotional codes



Online Event Registration and Membership Management

2480 North First Street
San Jose, CA 95131
Phone: 877.691.9950 Fax: 408.382.1414
sales@123signup.com

Event Registration	<ul style="list-style-type: none"> • Registration fee based on pricing options and registration types • Access control by requiring password to register • Multiple registration in a single transactions • Pay deposit only on initial registration. • Registration subject to approval by the organization * • Immediate confirmation e-mails with event specific custom text.
---------------------------	--

Event Manager Service Page 2 of 2	
Event Registration (Continued)	<ul style="list-style-type: none"> • Capacity control by each activity. • Waitlist management. • Print invoices and receipts by attendees
Post-Event Survey	<ul style="list-style-type: none"> • Design and send surveys to attendees to gather feedback • Download responses for analysis
Payment Processing	<ul style="list-style-type: none"> • Online credit card authorization. • Payment using eChecks (you need an account with Authorize Net) * • Online credit card refunds by event administrators • Foreign currency support using Paypal Express Checkout • Offline payment types for attendees: Check, Pay at the Door, Wire Transfer, Money Order, Purchase Order • Choice of merchant accounts: Use 123signup or your merchant account
Onsite Event Management	<ul style="list-style-type: none"> • Self-updates of badge information by attendees • Standard badge format • Batch printing of badges • Attendee lists by activity or session • Custom badges and certificates * • Record attendance by administrators • Mobile Check-In application
Reporting & Data Analysis	<ul style="list-style-type: none"> • Standard reports. • Data export/downloads in Excel and CSV formats.



Online Event Registration and Membership Management

2480 North First Street
San Jose, CA 95131
Phone: 877.691.9950 Fax: 408.382.1414
sales@123signup.com

Website Integration	<ul style="list-style-type: none">• Simple and seamless integration with your website for: update profile, event calendar and event registrations• API to extract event information to create custom calendar *
Event Administrators	<ul style="list-style-type: none">• Three usernames and passwords• Multi-level administrative access
Professional Service Fee	For item tagged with an asterisk (*), there will be additional fees